

November 18, 2015

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

POSITION:	Assistant Director, Probation Services Division
DIVISION:	Probation Services Division
BENEFITS:	An attractive Judicial Branch benefits package is offered, including medical, dental, vision, pension plan, life insurance and deferred compensation.
SALARY:	\$96,323
REPORTING RELATIONSHIP:	Administrative Director

ESSENTIAL RESPONSIBILITIES: Performs administrative and management work in planning, organizing, directing and evaluating division and state programs, projects, initiatives and resources consistent with evidence-based principles to improve the quality and outcomes of probation and court services in Illinois. The Probation Services Division is one of six operational Divisions of the Administrative Office and is organized into four units: probation field operations; specialized programs (e.g., Pretrial, Problem Solving Courts, and Training); Interstate Compact; and data collection and analysis. Duties are performed with substantial independence. Work is reviewed and approved by the Administrative Director.

FUNCTIONS INCLUDE:

- Pursuant to the provisions of the Illinois Probation and Probation Officers Act (730 ILCS 110/15), the Probation Services Division develops, establishes, promulgates and enforces uniform standards for probation services in Illinois.
- Coordinates and administers the financial reimbursement to the counties for approved and eligible probation and court services personnel.
- Plans, designs and delivers the statutorily required system of basic and advanced probation training.
- Analyzes circuit court probation departments' workload needs and recommends the allocation of available financial resources.
- Responds to inquiries from judges, court administrators and county officials regarding probation issues.
- Serves as a member of the Director's management team.
- Annually prepares and submits an operational plan for the division to the Administrative Director.
- Conducts operational reviews of the circuit court probation departments upon request.
- Manages the design, review and approval process for each department's Annual Probation Plan.
- Participates, as designated by the Administrative Director, on statutory boards and commissions regarding probation activities.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: A Bachelor's Degree and a minimum of seven years of professional experience, five of which must be at a senior management level in the administration of

probation services and systems, related court operations, or public sector management. Post graduate degree is strongly preferred.

Candidates must possess demonstrated leadership skills in project management, policy development, implementation, vision and mission at a statewide level; extensive knowledge of, and ability to apply, evidence-based practices relating to planning, organizing, directing and evaluating probation programs and personnel; skill in the administration of adult and/or juvenile programs, regulations, procedures and department operations at the trial court level; working knowledge of, and ability to manage, probation division resources, policies, standards, legal mandates and procedures relating to circuit court probation services; ability to analyze circuit court probation departments' staffing needs and allocate available financial resources to improve the quality of probation services; ability to determine corrective action for county government or probation department non-compliance with division standards; skill in preparing clear and concise reports; skill in communicating diplomatically and engaging others; ability to enhance projects and initiatives and to approach such with consideration for statewide perspective; advanced knowledge and skills of Microsoft Office Professional Suite.

This position requires the ability to sit for extended periods of time. Applicant must have ability to travel, mostly within Illinois. Some overnight travel may be required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

APPLICATION PROCESS: Electronic submission is preferred. Interested individuals should submit a letter of interest, resume, professional writing sample, salary history and a completed [Judicial Branch Employment Application](#) to:

Administrative Office of the Illinois Courts
Attn: Human Resource Unit, #3895
3101 Old Jacksonville Road
Springfield, IL 62704
courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by December 4, 2015 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER